



COURT SERVICES SUPERVISOR

Purpose:

Actively support and uphold the Court's and City's stated mission while complying with the Arizona Code of Conduct for Judicial Employees. Plan, organize and supervise court operations; and perform a variety of technical tasks relative to any assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Deputy Court Administrator, Court Administrator or Presiding Judge.

Exercises direct supervision over line-level, paraprofessional, technical and temporary court personnel.

Essential Functions:

Depending on area of assignment, duties may include, but are not limited to, the following:

- Working knowledge of civil and criminal court operations, administrative and financial operations as it relates to the Court. Provide direct supervision to all areas as needed and rotate teams as required.
- Maintain awareness of changes in legislation, statutes and Superior Court and Supreme Court administrative orders that impact court requirements. Incorporate those changes into existing processes.
- Participate and lead technical projects with IT representatives to include project plan discussion, design and implementation. Assume project lead or subject matter expert role requiring extensive knowledge of court requirements, legal mandates and user needs. Convey and analyze the pros and cons of suggested implementation.

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Revised May 1998

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CITY OF TEMPE
Court Services Supervisor (continued)

- Assist in writing or conveying technical specifications to IT representatives to enhance or modify application system.
- Plan, prioritize, assign, supervise and review the work of staff involved in processing payments, posting bonds, setting up community restitution, balancing cash registers, prepare deposits, screen financial applications and set up defendants on payment plans when appropriate.
- Participate in Themis system enhancement testing, update appropriate written procedures accordingly and publish those procedures court-wide and on SharePoint.
- Write requests for proposals (RFPs) and participate in RFP committees.
- Analyze data and prepare reports as required for internal and external customers. Prepare various reports on operations and activities including, but not limited to, statistical reports on court operations for the Arizona Supreme Court, Department of Revenue, Department of Motor Vehicle, Police Departments, Department of Public Safety, public and media requests.
- Coordinate activities of the Court with the Police Department, Prosecutor's Office, Social Services Department, Accounting Department, Information Technology Department, Motor Vehicle Department, Defensive Driving Schools, Maricopa County Sheriff's Office, Department of Public Safety, Department of Revenue, Jury Commission, Administrative Office of the Courts and other agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures; monitor grant funded expenditures, Court Enhancement Fund and Fill the Gap funds; prepare the monthly state remittance report and quarterly revenue survey.
- Serves as custodian of City-issued procurement cards for the Court.
- Responsible for daily cash out and register reconciliation, journal entries, safe code changes, updating fine and fee codes, and reviewing and approving

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CITY OF TEMPE
Court Services Supervisor (continued)

refunds or payments of bonds, overpayments, and restitution.

- Responsible for monthly auditing of the bond reconciliation report and reconciliation of the collection accounts.
- Prepare accounting journal entries to record fund allocations.
- Develop and monitor procedures to ensure compliance with established Minimum Accounting Standards and City standards regarding cash handling and cash collection.
- Perform routine audits to ensure compliance with all standards set forth by the Arizona Supreme Court and City of Tempe. Complete an annual minimum accounting standards (MAS) checklist to ensure compliance with MAS.
- Work directly with collection agency vendors and prepare statistical analysis on agency performance.
- Prepare payroll and records of attendance, overtime and compensatory time.
- Monitor, prepare and delegate preparation of requisitions and billing; monitor supply inventory; order supplies as needed.
- Develop, implement and maintain a system to regularly monitor court contracts, agreements and leases.
- Process in-house repair orders; supervise the verification, extending and posting of invoices to proper accounts.
- Participate in the selection of personnel; provide and manage employee training; work with employees to correct performance deficiencies; implement disciplinary procedures.
- Train internal and external employees such as police department, public defenders, risk management and accounting department on Court policies, procedures and expectations.
- Recommend and assist in the implementation of goals and objectives;

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CITY OF TEMPE

Court Services Supervisor (continued)

establish schedules and assignments for court personnel; create, revise and implement policies and procedures.

- Evaluate operations and activities of assigned areas of responsibility; recommend improvements and modifications.
- Review and monitor work for accuracy; document work performance of personnel; conduct quarterly one-on-one's with employees, evaluate work performance and write and administer developmental goals.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a member of the court management team and facilitate management meetings. Prepare agenda and conduct team meetings.
- Respond to public inquiries and provide information to the public regarding the policies and procedures of the court; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and analyze business issues by evaluating work flow, interviewing employees or investigating work practices in other agencies.
- Develop, implement and maintain statistical records and reports concerning workload, personnel and budget.
- Prepare Requests for Council Action (RFCA), memos and reports pertaining to Council business; prepare and assemble reports and other materials for distribution to the Council.
- Responsible for city and state violation modifications on bond schedules and the distribution to other agencies.
- Plan and prioritize work involved in providing assistance to the Presiding

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CITY OF TEMPE
Court Services Supervisor (continued)

Judge, Court Administrator and Deputy Court Administrators; assist in other daily functions of Presiding Judge and Court Administrator offices as assigned.

- Serve as the liaison between the Presiding Judge and internal and external individuals and organizations as necessary.
- Assigned special projects with high degree of complexity requiring research, analysis, recommendation and presentation skills.
- Complete Committee on Judicial Education and Training (COJET) hours as required by the Arizona Supreme Court.
- Perform related duties as assigned

Minimum Qualifications:

Experience:

Four years of increasingly responsible clerical and administrative experience in a court, criminal justice agency, or legal setting. One year of supervisory or lead responsibility is preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in court administration, criminal justice, public administration or degree related to the core functions of this position.

Licenses/Certifications:

Requires successful completion of the Institute of Court Management core classes within four years of obtaining job.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

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